



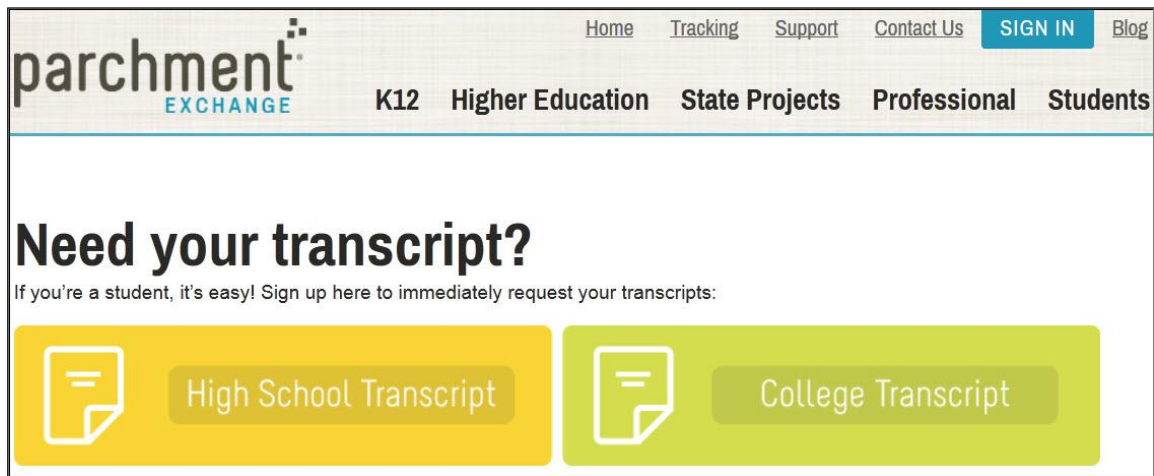
Students – High School Transcripts

- Student Account Registration – High School Transcripts
- Add Your High School to Your Parchment Account
- Requesting Official High School Transcripts
- Track Your High School Transcript Requests
- Unofficial Self-View Transcripts

Student Account Registration – High School Transcripts

Step 1: Accessing Parchment Exchange Student Registration

1. Go to **exchange.parchment.com**
2. Click the **Students** tab
3. Click **High School Transcript**



4. Click **Sign Up**

Step 2: Parchment Registration Code *(only applicable if your school has provided a registration code; if not, bypass this step)*

1. Select the **Have a Parchment Registration Code?** Link



2. Enter Your Registration Code
3. Click **Submit**

Step 3: My Parchment Account Information

1. Choose the type of account you'd like to create:
 - **Student Account** *(current or former student creating personal Parchment account)*
 - **Parent or Guardian Account** *(create a Parchment account for a minor child; may associate multiple children to this account)*
2. My Information *(only applicable for Parent or Guardian Account)*
 - Name* *(First, Middle, Last, Generation)*: Fill in fields
3. Student Information
 - Name* *(First, Middle, Last, Generation)*: Fill in fields
 - Gender*: Select from Drop down
 - Date of Birth*: Select from Drop down
 - Current Grade Level*: Select from Drop down *(current grade level or highest level completed)*
 - Year Entering College*: Select from Drop Down *(not required)*
4. Parchment Information
 - Email Address*
 - Confirm Email Address*

- Password*
 - Confirm Password*
 - Username (*visible on Parchment, for privacy, do not use your real name; not required*)
5. In case you forget your username or password...
- Security Question 1*: Choose from Drop Down; Type in Answer in **Secret Answer 1 *** field
 - Security Question 2*: Choose from Drop Down; Type in Answer in **Secret Answer 2 *** field

Step 4: My Opt-In Preferences

1. Colleges, Scholarship Programs, and Lenders are looking for students like you. (*Here's how it works: Once you say we are allowed to do so, we will make some of the information you provide to Parchment available to a variety of colleges and programs. Then the colleges and programs send you information about themselves, so you can see if they fit your college plans. Colleges cannot find you at Parchment unless you choose to opt-in.*)
 - Yes, share the information I provide with those colleges looking to discover me at Parchment.
 - No, I do not wish to share my information or transcripts with colleges that may be interested in me.
2. Parchment Newsletter
 - Yes, send me the Parchment email newsletter to receive college tips, product updates, and special offers.
 - No, do not send me emails (*Parchment may still send emails that are part of the service*)
3. Check box next to **I agree to the Parchment terms of use and service agreement.**
4. For student accounts: Check box next to **I have my parents' or legal guardians' permission to create this Parchment account.**
5. Click **Save & Continue** button

Step 5: College Discovery (*only applicable if you select "Yes, share the information I provide with those colleges looking to discover me at Parchment" in the My Opt-In Preferences section*)

1. Profile
 - Academic majors you are interested in: Fill in field
 - Unweighted GPA: choose from drop down
 - SAT: choose from drop downs; Math, Verbal, Writing
 - ACT: choose from drop down
2. Your Contact Information
 - Fill in your address
 - Fill in the City field
 - Select State or Province from the drop down
 - Type in **Postal Code**
 - Select **Country** from the drop down field
 - Enter your telephone number
3. College Preferences
 - Type of College:
 - 4 year colleges
 - 2 year colleges
 - Public or Private:
 - Public
 - Private
 - For Profit vs. Not For Profit:
 - For Profit
 - Not For Profit
4. Click **Save & Continue**

Step 6: Email Verification

1. Click **Continue** on the Welcome to Parchment/Email Verification page that loads after the College Discovery page
2. Check your email, and open the **Welcome to Parchment, Please Verify Your Email Address** email
3. Follow the link to verify your email address

Tips, Tricks & Notes:

1. Email verification is not necessary before using your new Parchment Account.
2. Email addresses can only be linked to one Parchment Account. If your household has multiple students and only one email address, creating a **Parent Account** will allow you to add multiple students under your account.

Add Your High School to Your Parchment Account

Step 1: How to Add Your High School to Your Parchment Account:

1. Sign in to your **Parchment Account**
2. Click on the **My Transcripts** tab
3. Fill in the applicable fields under **Select Your High School** on the Manage tab
4. Click **Search**
5. Select the radio button next to the correct school in the search results
6. Click **Save & Continue**

Step 2: Enter Your Enrollment Information:

1. Select your **Enrollment Status**
2. Select your **Earliest year of attendance** and **Expected Graduation Year** using the drop down fields
3. Fill in your **Name when Enrolled**, **Student ID**, and the last 4 digits of your **Social Security Number**

Step 3: FERPA Privacy Rights:

1. Choose whether you'd like to waive your right to access your Secondary School Report and Letters of Recommendation.

Step 4: College Discovery Setting:

1. Choose whether you'd like to allow your transcript to be shared with colleges looking to discover you through your Parchment account.
2. Click **Save & Continue**

Step 5: Transcript Request Form:

1. Sign the Transcript Request Form (*for students under 18, a parent or legal guardian must sign the form*).
2. Select the radio button under your signature to certify you are authorized to sign this form.
3. Type in your name (*or Parent/Guardian's name*)
4. The option at the bottom of the Transcript Request Form will automatically place a request for your transcript to be delivered to your Parchment account; if you do not wish to have your transcript delivered to your Parchment account, please unselect the radio button next to this option.
5. Click **Save & Continue**

Tips, Tricks & Notes:

1. You must add your high school to your **Parchment Account** before you can place a transcript request. This is the school you will be requesting your transcript from.

Requesting Official High School Transcripts

Step 1: To Access Deliver Latest Transcript

1. Sign in to your **Parchment Account**
2. Go to the **My Transcripts** tab
3. Select **Deliver Latest Transcript** next to your school name under **My Schools, My Transcripts** on the **Manage** page



Step 2: Select Destination Type *(not all of these tabs may appear for you; the tabs you see are dependent on the service and settings of your sending school)*



1. Select your destination(s)
 - **Academic Destinations** *(type in the Institution Name and click **Search**. Select the radio button next to the correct school in the search results)*
 - **The NCAA** *(type in your **NCAA ID**)*
 - **The Common Application** *(type in your **Common App ID**, and click **Submit**)*
 - **Myself** *(select your preferred delivery method)*
 - **Other Destinations** *(fill in the **Destination Information** and **Delivery Method**)*
2. Click **Save & Continue** to continue your order or **Save & Add Another** to send your transcript to multiple destinations

Step 3: Confirm Your Destinations and Delivery Details

1. Select the **Transcript Type** if you are currently enrolled at the sending school; you may choose to send your **Current Transcript** or **Next Grading Period Transcript**
2. You may enter an **Application Tracking Number** or fill in the **Testing** field in the **Delivery Information** section
3. If the delivery details look correct, select **Save & Continue** or **Add Additional Destinations** to send your transcript to multiple destinations.

Step 4: Payment

1. Fill in the applicable **Payment Information** and **Billing Information**
2. Click **Submit**

Step 5: Deliver

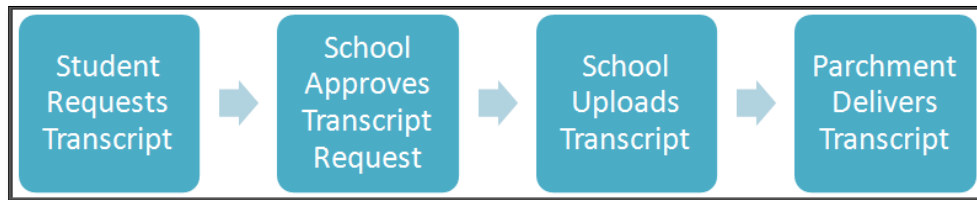
Confirmation page will load with your delivery destinations listed; you may print this page for your records.

Tips, Tricks & Notes:

- To request multiple transcripts, click **Save & Add Another** during **Step 2: Select Destination Type**
- Please be aware that we are unable to track printed transcripts once they leave our facility *(with the exception of expedited FedEx shipments)*.

Track Your High School Transcript Requests

Life of a Transcript:



What You'll Find:

- Where your transcript is going
- How it's getting there
- Dates Requested/Delivered
- Delivery Status

Where You'll Find it:

1. Sign in to your **Parchment Account**
2. Click on the **My Transcripts** tab at the top of the page
3. Select the **Track** tab

Important Delivery Statuses:

- **Requested, Pending Action by Sending School** (Student has requested a transcript; School Administrator must now approve the request)
- **Placed on Hold by Sending School** (Transcript Request has been placed on hold by a School Administrator)
- **Approved** (School administrator has approved Transcript Request; School administrator must now upload the Transcript)
- **Processing** (Transcript has been uploaded and is journeying through our internal process to its correct delivery form; Processing should not last longer than a few hours)
- **Delivered: Available for Download** (Transcript has been delivered electronically; Receiver must download transcript)
- **Downloaded, Pending Confirmation** (Transcript has been electronically delivered and downloaded, but not confirmed by the Receiver)
- **Complete: Processed by Sending School** (Transcript Request has been fulfilled by Sending School)
- **Complete: Mailed by Parchment Exchange** (Printed Transcript has been mailed via US Postal Service First-Class Mail within 1 business day, Delivery is 5-7 Business Days)
- **Complete: Overnighted by Parchment Exchange** (Printed Transcript has been overnighted via FedEx Express within 1 business day)
- **Complete: Download Confirmed** (Transcript has been Downloaded and Confirmed by the Receiver)
- **Canceled** (Transcript Request has been Canceled)
- **Sent to CAO for Delivery** (Document has been sent to Common Application Online to be attached to CAO Secondary School Report)
- **Complete: Delivered by CAO** (Transcript has been delivered by Common Application Online)
- **Complete: Delivered** (Document has been delivered)
- **Complete: Delivered to Parchment** (Upload has been delivered to Parchment for Unofficial Self View)

Please be aware that we are unable to track printed transcripts once they leave our facility (with the exception of expedited FedEx shipments).

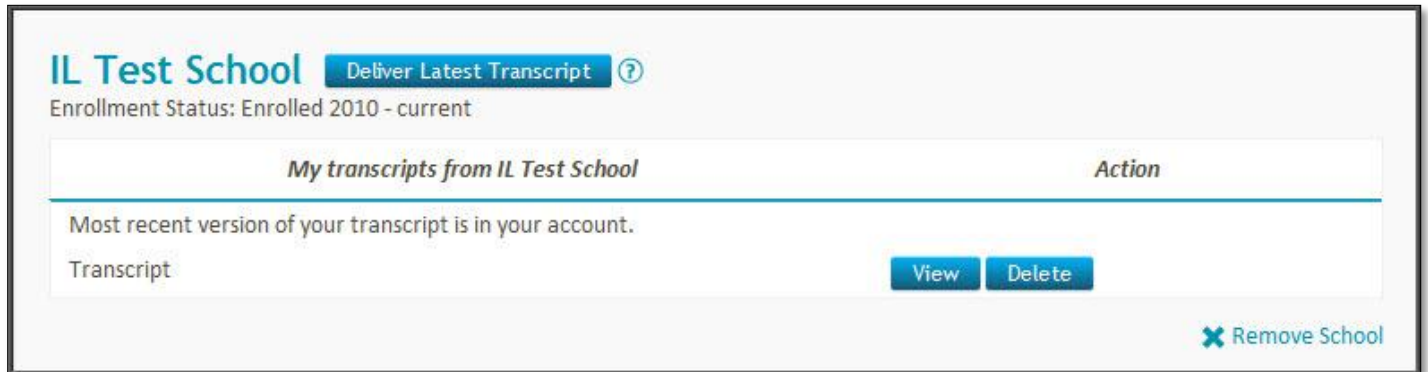
Remember: Delivery estimations are approximate and do not take into account real world situations that may delay delivery (extreme weather, etc...). Avoid "Will My Transcript Get There In Time?" anxiety by ordering your transcripts well in advance!

Unofficial Self-View Transcripts

You may elect to request an Unofficial Self View Transcript to be delivered to your Parchment account when you sign your Transcript Request Form.

To Access Your Unofficial Self View Transcript:

1. Sign in to your **Parchment Account**
2. Click on the **My Transcripts** tab
3. **View** or **Delete** your Unofficial Self View Transcript using the **View** or **Delete** buttons under your High School



Request Your Latest Transcript to be Delivered to Your Parchment Account:

1. Click the **Delete** button under your High School on the **My Transcripts** tab (*Select the **Delete** button even if you do not currently have a transcript stored in your Parchment account*)
2. Click **Confirm** in the Confirm pop-up window that will appear, to delete the transcript from your Parchment account
3. Select the **Request latest transcript for online view** link that will appear

Tips, Tricks & Notes:

1. The transcript delivered to your Parchment account is an Unofficial Transcript for your personal view, and cannot be used as an official transcript.
2. The transcript in your Parchment account will never be delivered to any destination. Each new transcript request requires your sending school to upload a transcript to Parchment for delivery. Your Parchment account is simply another destination to have your transcript delivered to.
3. Your Unofficial Self View transcript will not update. You must delete the transcript in your account and request the latest version of your transcript to be delivered to your Parchment account.